

## **Major Duties and Responsibilities**

Provides work guidance to a crew of eight skilled technicians (Carpenters, Masons, Painters, Welders and Plumber) working in preventive maintenance and repair of office buildings, official residences and equipment, and one maintenance driver.

Develops maintenance and work schedules. The employee is responsible for the day-by-day maintenance operation of carpenters, mason, painters, and welders. Participates in the development of preventive maintenance schedule. Assigns work to subordinates and gives on the job instructions as needed. Responsible for all first level supervisory functions for the sections under his responsibility, participates in the selection of new personnel and gives recommendations of promotions and disciplinary actions. Assures that needed tools and materials are available as needed. Inspects work in progress and upon completion for adequacy. Reports on work activities.

Provides work guidance on all plumbing work as well as repairs of pools on compound and at short term leased residences.

Provides work guidance on all carpentry work as well as maintenance and repair of office and residential furniture, installation of doors, repair of screens, making boxes for installations window air conditioners and building of screens and partitions.

Provides work guidance on all masonry and general repair works on U.S. Government owned and leased properties and buildings performed by Embassy staff or local contractor.

Provides work guidance on all paint work on Government owned buildings and equipment, as walls in STGL residences as required and performed by Embassy staff or local contractors.

Provides work guidance to the maintenance driver and his daily schedule to include daily mileage reports, regular maintenance, accident reports and car equipment (spare tires, fire extinguishers, etc.

Provides work guidance on the installation of security locks and grills on Government owned buildings and STGL residences.

Assists and advises the Post Engineer regarding the feasibility, materials, methods and costs of projected construction, modification and maintenance jobs and assists in their planning.

Assists Post Engineer and Facility Manager in the selection of tools, equipment, machinery and materials to be purchased for the operation of Facility Maintenance Section.

Develops maintenance and work schedules, approves work orders, and sets priorities and issues coordination between the various trade groups involved, and the overall job so as to minimize disruption to the post. Maintains constant surveillance over maintenance operations to ensure a high level of efficiency.

Obtains estimates from contractors, analyzing the offers as to contractor ability and reliability. Performs local market surveys to determine best local practices. Processes and monitors procurement requests and actions.

Observes and inspects work in progress and upon completion to ensure compliance with project plans and specifications and acceptable work practices and workmanship. Assists in monitoring their work and the quality of materials used in a project and assists contractors when problems arise during the course of a project. Inspects materials and equipment prior to use or installation to see that they meet specifications.

The incumbent must be able to support an unusual work demands to the Mission projects (after regular working hours including weekends and holidays). The work is often undertaken under tight deadlines and schedules, and the pressure associated with emergencies. Performs maintenance inspections of STGL residences.

Coordinates his day-by-day operation with the Utilities Foreman and provides assistance to him as needed and replaces him during his absence. Acts as a time Keeper in the absence of the Work Orders clerk.